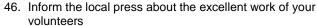
Recognising Volunteers... 100 ideas!

Here are some ways to thank and support your volunteers.

- Create a climate in which volunteers can feel motivated
- 2. Say thank you often, and mean it
- Match the volunteer's desires with the organisation's needs
- 4. Send birthday cards
- 5. Provide a clear role description for every volunteer
- 6. Make sure new volunteers are welcomed warmly
- Highlight the impact that the volunteer contribution is having on the organisation
- 8. Show an interest in volunteers' personal interests and their outside life
- 9. Tell volunteers they have done a good job
- Always have work for your volunteers to do and never waste their time
- 11. Give volunteers a real voice within the organisation
- 12. Set up a volunteer support group
- 13. Provide meaningful and enjoyable work
- 14. Send 'thank you' notes and letters when appropriate
- 15. Smile when you see them!
- 16. Say something positive about their personal qualities
- 17. Involve volunteers in decision-making processes
- Give a certificate to commemorate anniversaries of involvement
- 19. Develop a volunteer policy
- 20. Allow volunteers the opportunity to debrief, especially if they work in stressful situations
- 21. Let volunteers put their names to something they have helped to produce or to make happen
- 22. Differentiate clearly between the roles of paid staff, trainees and volunteers
- 23. Have a volunteer comments box and consider any suggestions carefully
- 24. Make sure the volunteer coordinator is easily accessible and has an 'open door' policy
- 25. Provide insurance cover
- 26. Supervise volunteers' work
- 27. Have a vision for volunteer involvement in your organisation
- 28. Do not impose new policies and procedures without volunteers' input
- 29. Ask volunteers themselves how the organisation can show it cares
- 30. Permit volunteers to attend seminars, conferences and workshops from time to time
- 31. Give volunteers a proper induction
- 32. Celebrate the year's work together
- 33. Offer to write volunteers letters of reference
- Accept that different volunteers are able to offer different levels of involvement
- 35. Accept that an individual volunteer's ability to commit may change over time
- Ask volunteers' opinions when developing new policies and strategies
- 37. Make sure the Director (in large organisations) shows her/his personal appreciation of the
- 38. volunteers' work
- 39. Pass on any positive comments about volunteers from clients to the volunteers themselves

- 40. Provide the opportunity for 'leave of absence'
- 41. Add volunteers to memo and e-mail distribution lists
- 42. Set solid goals for volunteers and keep communicating them
- 43. Provide car or bike parking for volunteers
- 44. Give the volunteer a title which reflects the work they do (not just 'volunteer')
- 45. Consider providing, or paying for, child care for volunteers who are parents



- 47. Undertake individual supervision and support sessions
- 48. Always be courteous
- 49. Maintain regular contact with volunteers, even if they work 'off-site' or at odd hours
- 50. Allow volunteers to 'get out' without feeling guilty
- Provide adequate clothing and name badges if appropriate
- 52. Use quotes from volunteers in leaflets and annual reports
- 53. Devote resources (time and money) to volunteer support
- 54. Count up how many hours volunteers contribute and publicise this
- 55. Ensure all paid staff and trainees know how to work effectively with volunteers
- 56. Provide accredited training
- 57. Hang a volunteer photo board in a prominent position
- 58. Give volunteers the opportunity to evaluate their own performance and role
- 59. Do not overwhelm volunteers
- 60. Build volunteers' self-esteem by giving them a sense of ownership of their work
- 61. Always be appreciative of volunteers' contributions
- 62. Ensure volunteers have adequate space and equipment to do their work
- 63. Provide excellent training and coaching
- 64. Recognise that volunteers play a unique role
- 65. Have an annual volunteer award ceremony
- 66. Focus on the problem, if there is one, not the personality of the volunteer
- 67. Create two-way communication processes
- 68. Have occasional lunches, dinners, barbecues, picnics, etc.
- 69. Create a volunteer notice board
- 70. Set up a volunteers forum
- 71. Allow volunteers to get involved in solving problems
- Pay for an eye test if they sit in front of a computer all day
- 73. Review the progress of volunteers on a regular basis
- 74. Reimburse out-of-pocket expenses
- 75. Send a card at Christmas
- 76. Conduct an exit interview when a volunteer leaves
- 77. Have a 'volunteer voice' section in your newsletter
- 78. Be honest at all times

- 79. Provide constructive appraisal
- 80. Make volunteers feel good about themselves
- 81. Don't treat volunteers as 'second class citizens'
- 82. Ensure confidentiality for your volunteers
- 83. Present an occasional inexpensive gift
- 84. Provide volunteers with a 'rights and responsibilities' charter
- 85. Don't bully them into doing tasks which they have made clear they don't want to do
- 86. Give free membership to your organisation
- 87. Ensure you have adequate support skills yourself
- 88. Ask why volunteers are leaving or have left
- 89. Throw a volunteers party
- 90. Use surveys as a way of eliciting your volunteers' views
- 91. Provide free refreshments during coffee and tea breaks
- Celebrate United Nations International Volunteer Day (5 December each year)

- Suggest sources of help and support for personal problems
- 94. Allow volunteers to air legitimate grievances and make sure they are dealt with swiftly
- 95. Send a card or flowers if volunteers are ill or bereaved
- 96. Encourage them to sit on committees and attend meetings
- 97. Ensure a safe and healthy working environment
- 98. Allow volunteers to take on more challenging responsibilities
- Make sure that every volunteer has equal access to support
- 100. Evaluate volunteer involvement on an ongoing basis